



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S DETENTIONS, CHIEF MENTAL HEALTH CLINICIAN

Class No. 005280

■ CLASSIFICATION PURPOSE

To design, implement, supervise, and manage psychiatric casework and psychotherapy services to Sheriff's inmates; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Sheriff's Detentions, Chief Mental Health Clinician is responsible for psychiatric social work case management services provided in Sheriff's detention facilities. This class is allocated only to the Sheriff's Department, Medical Services Program and works under the direction of the Sheriff's Medical Services Administrator. This class is responsible for providing a wide variety of professional mental health and case management services to inmates with psychiatric disorders and for providing post release service linkages.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Supervises, selects, trains and evaluates professional employees.
2. Completes and/or reviews charts and reports.
3. Conducts needs assessments, defines program issues, and sets goals for the delivery of effective services to inmates requiring psychiatric case.
4. Coordinates with other agencies that provide psychiatric case management services to the inmates or those recently released from incarceration.
5. Provides education and consultation in area of expertise to other agencies or community groups.
6. Meets with community leaders to exchange information, problem-solve, and to assess needs of the community.
7. Sits on task forces and attends meetings in community and with other mental health professionals to resolve problems and to assure continuity of post release services.
8. Reviews cases and inmate evaluations with staff.
9. Conducts individual and group therapy sessions, diagnostic interviews, and assessments.
10. Provides crisis intervention and brief therapy or evaluates treatment plans/programs.
11. Coordinates service provided with case managers and staff from other providers.
12. Prepares budget information for program.
13. Develops policies and procedures for implementation of program services.
14. Prepares program plans annually and units of service annually for program deliverables.
15. Evaluates programs for quality of service.
16. Assists in site reviews of detention facilities to monitor caseload of staff, units and quality of service provided.
17. May appear in court to testify about inmate's treatment plan or treatment progress.

18. Recommends changes in policy, case management procedures, and program designs to resolve problems, enhance services and reduce recidivism.
19. Develops forms and monitors collection of statistical data.
20. Makes oral presentations.
21. May develop grant proposals
22. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- County, State, and Federal codes, procedures, and laws governing delivery of mental health services.
- State, local and community social and mental health services available for inmates requiring continued psychiatric or case management services upon release from Sheriff's custody.
- Theory and practice of treatment modalities such as individual and group and/or play therapy, crisis intervention, and diagnostic evaluation and assessment.
- Case management methods, procedures and requirements related to clients with psychiatric disorders.
- Current Diagnostic and Statistical Manual of Mental Disorders
- Lanterman-Petris-Short Act, patient's rights, and other laws relating to mental health treatment.
- Crisis intervention techniques and theory.
- Treatment modalities, consultation methods and techniques.
- Behavior patterns related to illicit and prescribed psychotropic drugs and medications.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, coordinate, and evaluate psychiatric casework and psychotherapy services provided to Sheriff's inmates with the goal of reducing recidivism.
- Supervise, train, and evaluate subordinates.
- Develop and design service delivery procedures and evaluation techniques.
- Compile data and prepare reports.
- Analyze data and establish alternatives and solutions.
- Coordinate inmate release with community mental health providers.
- Communicate effectively with inmates, family members, professional staff and the public.
- Establish and maintain effective working relations with staff, community representatives and inmates.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A master's degree from an accredited college or university in social work, psychology, counseling, or a closely related field, AND, one (1) year of full-time experience as a Sheriff's Detentions Mental Health Clinician with the County of San Diego; OR,
2. Three (3) years of full-time, post master's degree experience in a mental health program providing counseling and crisis intervention to adults, under clinical supervision, and of which one(1) year must have included administrative responsibilities.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Must be licensed by the State of California as a Clinical Social Worker (LCSW), Marriage, Family and Child Counselor (MFCC) or Clinical Psychologist.

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens. Applicants must be willing to work with inebriated, uncooperative, and/or emotionally disturbed persons; and in a locked detention facility to book and release inmates. May be required to work evenings and/or weekends.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

**New: September 10, 1999
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